

# SVRS Webinar Training Series

## 2014 SVRS Legislative Updates

### How to Implement the 2014 Legislative changes in SVRS

Wednesday, July 16, 2014

10:00 a.m. – 11:00 a.m.

#### Program Presenters

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#### Agenda

- Introduction
- Brief Description of Each Act
- How Each of the Acts Relates to SVRS

#### Summary:

This webinar will cover the recent legislative changes as they relate to SVRS, including recording proof of residence in SVRS, Election Day registration postcards, reporting units, absentee voting in certain retirement residences and a brief introduction to next year's 4-year maintenance process.

The 2013-2014 State Legislature session passed a substantial number of bills related to elections. The G.A.B. has posted numerous pieces of guidance under **Recent Clerk Communications**. We encourage you to review those communications for specific guidance on Election Administration not included in this Webinar. While most of the legislative changes are primarily administrative or procedural in nature we will be presenting the five Acts that specifically relate to some functionality in SVRS.

### **WISCONSIN ACT 182 – Recording Proof of Residence Documents**

Act 182 makes changes related to the requirement for a voter to provide proof of residence when registering to vote and the information that must be recorded by clerks, poll workers or special registration deputies regarding the proof of residence document.

#### **What did not change with the passage of Act 182?**

1. Acceptable forms of Proof of Residence (POR) remain the same.

2. Military (Military) and Permanent Overseas (Overseas) voters are still not required to provide POR (Military need not register to receive an absentee ballot (submit a GAB 131)).
3. A residential lease is not an acceptable form of POR if registering by mail.
4. Registration during the “closed registration” period must be in person at the clerk’s office.
5. Both electronic and paper forms of POR are acceptable.

### What are the changes in ACT 182 that affect SVRS and how are they implemented?

1. Proof of Residence must now be required for all registrations (new, address, name change) regardless of the time of registration (Open, Closed (Late) and Election Day Registrations (EDRs)
2. Certain new information regarding POR is now required to be recorded (Proof of Residence Issuing Entity) and the Proof of Residence Account # is now required to be recorded in a different way.
3. The Government Accountability Board has made changes to accommodate recording of that information, both on the GAB 131 and by extension SVRS. Other procedures were changed as well.
  - a. Addition of the Proof of Residence Type, Proof of Residence Issuing Entity, Proof of Residence # to block 11 of the GAB 131 and the Date Completed and POR received next to the Official Signature block.

10	I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days immediately preceding this election, with no present intent to move. I am not currently serving a sentence including incarceration, parole, probation, or extended supervision for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws. <b>If completed on Election Day:</b> I further certify that I have not voted in this election. Please sign below to acknowledge that you have read and understand the above.													
11	Elector Signature: <b>X John D. Test</b>		Today's Date (MM/DD/YYYY) <b>07 / 18 / 2014</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; font-size: small;">Proof of Residence type (Official use only)</td> <td style="width: 50%; font-size: small;">Proof of Residence Issuing Entity (Official use only)</td> </tr> <tr> <td style="text-align: center;"><b>Bank Statement</b></td> <td style="text-align: center;"><b>Park Bank</b></td> </tr> <tr> <td style="font-size: small;">Proof of Residence # (Official use only)</td> <td style="font-size: small;">Election Day Voter # (Official use only)</td> </tr> <tr> <td style="text-align: center;"><b>1234</b></td> <td></td> </tr> </table>		Proof of Residence type (Official use only)	Proof of Residence Issuing Entity (Official use only)	<b>Bank Statement</b>	<b>Park Bank</b>	Proof of Residence # (Official use only)	Election Day Voter # (Official use only)	<b>1234</b>	
Proof of Residence type (Official use only)	Proof of Residence Issuing Entity (Official use only)													
<b>Bank Statement</b>	<b>Park Bank</b>													
Proof of Residence # (Official use only)	Election Day Voter # (Official use only)													
<b>1234</b>														
<b>Falsification of information on this form is punishable under Wisconsin law as a Class 1 felony.</b>														
12	Assistant Signature:		Assistant Address:											
Official Signature: <b>Joan H. Clerk</b>			Date complete & POR received: <b>07 / 30 / 2014</b>		SRDs printed name and SRD#:									
Ward	Sch. Dist.	Alder	Cty. Supr.		Assembly	St. Senate	Congress							

GAB-131 (REV 2014/05)

- b. Sunset of the “POR Required” field in the voter application node in SVRS.
  - 1) You are no longer able to mark an application as requiring POR “Yes” when entering an application into SVRS.
  - 2) Applicants are not registered and applications must not be entered into SVRS and approved until an acceptable form of POR is presented and recorded on the GAB 131 and in SVRS.
    - a. The “POR Required” field remains in the Voter Record “other” tab and exists for one purpose: To mark a small subset of voters who are still required to provide POR from “yes” to “no”.
    - b. The POR addendum from Checklist 1 for the August Partisan Primary is your guide in treating POR requirements before the enactment of Act 182.

c. The Voter Listing with Districts Report will give you a list of active voters who's "POR Required" field is marked "Yes". Instructions on how to generate that report is found starting on page 29 of the SVRS Training Manual Voter Chapter.

d. The "Proof of Residence Type" may look different but the categories in the dropdown menu remain the same.

e. The POR Acct# and has been truncated to accept up to 4 characters (digits). If the account number contains 7 or more digits, only the last 4 digits of the account number will be entered. If the account number is 6 digits or less, then only the last 2 digits will be recorded. All existing account numbers have been truncated to 4 digits.

f. The "POR Entity" field has been added to record the institution or agency that issued the Proof of Residence document, for example, if a bank statement is presented as POR, the "POR Entity" would be the name of the bank.

VoterApplication - Add Voter Application

Save and Close Save and New Close Quick Tasks Set Defaults

Voter Application Other Activity Documents

Application Details

☐ New ☐ Addr ☐ Name

Driver's License: Expr Date: Identity Check:

Soc Sec Num: Neither

Name:

Date of Birth: Phone:

Address

Home Addr

Mailing Addr

Prior Registration

Prior Name:

Prior Addr

Citizenship Affirmation

US Citizen 18 YRS?

POR Type:

POR Acct#:

POR Entity:

Date on App: App Source:

Effec Reg Date: Language:

Status-Reason: New

Voter Reg Num: District Combo:

Notices

☐ Unable to sign Poll Book due to physical disability

Associated Voter

## Other changes

1. Date on App. vs the Effec. Reg Date:
  - a. In the “date on App” field in SVRS, enter the date that the applicant put on the GAB 131 when they signed the form. This date does NOT determine when they actually become registered.
  - b. The “Effec. Reg. Date” determines the date that the applicant becomes registered. In many cases this date will be different than the “Date on App”. In the “Effec. Reg. Date” field enter the date that you (or an SRD) determined that the GAB 131 is complete and that an acceptable form of POR was presented and recorded.
  - c. The possible difference between the Date on App and the Effec. Reg Date is important with the close of registration before an Election. If a registration is received before the close of registration but the POR is not received until after, then the Effec. Reg Date is now in the late registration period and the voter name must be on the supplemental poll list.
  - d. For Election Day Registrations, there is no need for the “Effec. Reg. Date” to be anything different than the Election Day as POR must be presented in order to vote.
2. Applications received without POR.
  - a. Applicants are not registered.
  - b. Clerks must contact the applicants and inform them of the missing POR (Missing POR Template posted April 11, 2014, also in the Forms on the GAB website listed as GAB 132)
3. Processing EDRs when no POR was recorded on the GAB 131
  - a. Application must be approved to record the vote: In these cases both the “Date on App.” and the “Effec. Reg. Date” must be entered and those dates must be the date of the election.
  - b. However, the voter record must now be inactivated with the Status-Reason “Inactive-Incomplete EDR”.
  - c. Inform the voter that they must re-register and provide POR.
  - d. Once a new registration form and POR are submitted, link the two voters together as in any other voter match.

## WISCONSIN Act 148 - Statistics Regarding Same-Day Voter Registrations

Wisconsin Act 148 requires that certain statistics be collected from the postcard audit (address verification postcards) of Election Day registrations by municipal clerks and reported to the G.A.B.

- o The effective date of this legislation is January 1, 2016 for each primary or election that has a state or federal contest (same as the GAB 190) however the legislation specifically extends the reporting requirements to the 2014 Fall General Election.
- o There will be specific guidance from the GAB as the 2014 General Election nears.

### **What has not changed with the passage of Act 148?**

1. A postcard audit of Election Day registrations must still be conducted. With the current process, the GAB sends out the cards on behalf of the clerks and then any undeliverable ones are returned to the municipal clerk.

### **What has changed with the passage of Act 148 and how it relates to SVRS?**

1. Certain information must be collected from municipal clerks and reported to the GAB:
  - a. The total number of audit postcards mailed to voters.
  - b. The total number of audit postcards returned because the voter did not reside at the given address.
  - c. The total number of voters whose status was changed from “eligible” to “ineligible”.
  - d. The total number of voters who were referred to the district attorney.
    - o The process of collecting this information and tracking it will most likely involve some manual work on the part of clerks.
2. The GAB will ensure that Election Day postcards contain the Election Date to eliminate any confusion with other mailings.

### **What is On the Postcard?**



## **WISCONSIN ACT 155 – Method of Reporting Election Returns**

Municipalities with a population of 35,000 or more may combine election returns for certain wards having a population of 20 or less.

### **What did not change with the passage of Act 155?**

1. Municipalities with a population of 35,000 or more that meet the criteria for combining wards are not required to take any action.
2. Municipalities of less than 35,000 reporting unit requirements remain the same

### **If a Municipality with a population of 35,000 or more desires to take advantage of Act 155's provisions, how will it be implemented in SVRS?**

1. Before creating a new Reporting Unit Plan (RUP) in SVRS, first determine if the wards in question meet the requirements in Act 155:
  - a. Population is 20 persons or less (and does not exceed population range for wards)
  - b. Ward must be adjacent and have like districts
    - For example, each reporting unit must be in the same Assembly, Senate and Congressional districts for the 2014 Partisan Primary
  - b. If the above criteria are met, create and add detail to a new RUP and Polling Place Assignment Plan (PPAP) in SVRS.
  - c. The Election Setup Chapter of the SVRS Manual has instructions (pages 7-8) on how to create a new Reporting Unit Plan with combined wards. It is important to keep in mind that SVRS does not have quality controls to ensure such wards can legally be combined, thus it is necessary to carefully review the characteristics of the wards beforehand.

We encourage you to call the G.A.B. with any questions on this new legislation or if you are considering combining wards!

Act 155 provides a good opportunity for RUP review! The RUP in SVRS populates over to both WEDCS (for the purpose of GAB-190s) and the G.A.B. Canvass System, used by County Clerks. The RUP for each election must match the programming of your voting equipment.

Election Setup Chapter link:

[http://gab.wi.gov/sites/default/files/publication/69/011\\_election\\_setup\\_pdf\\_18945.pdf](http://gab.wi.gov/sites/default/files/publication/69/011_election_setup_pdf_18945.pdf)

## **WISCONSIN ACT 159 – Voting at Certain Residential Care Facilities**

This Act is administrative and procedural in nature. The G.A.B. Election Administration Team had provided substantial guidance on the legislative changes, including coverage in a recent webinar as well as Clerk Communication Memo. Please refer to these for more extensive analysis of Act 159!

2014 Legislative Updates Webinar (July 9 – the video and accompanying handouts are available)  
<http://gab.wi.gov/publications/video/2014-legislative-updates-webinar>

Absentee Voting in Residential Care Facilities and Retirement Homes (June 26 Memo)  
<http://gab.wi.gov/node/3220>

Upcoming: Special Voting Deputies and Absentee Voting Webinar on September 10

For the purposes of SVRS, municipal clerks which use SVRS to track absentee voters and ballots may need to modify certain absentee applications in SVRS. In particular, if you have determined the facility must be served by SVDS, then do not send an absentee ballot to a resident of the facility who has requested it by mail.

**Vote Location** and **Nursing Home** fields can be updated.

AbsenteeApplication - Add - New Application

Save and Close Save and New Close Quick Tasks Set Defaults Use Defaults

General Other Ballots

Owner: TOWN OF LISBO

**Voter Identification**

Name: [Text Box]  
Date Of Birth: [Dropdown] Soc Sec Num: [Text Box]  
Driver's License: [Text Box]  
Voter Reg Num: [Text Box] Phone: [Text Box]  
Voter Status - Reason: [Text Box]  
PDR Required: [Text Box] UOCAVA Status: [Text Box]  
☐ ID Provided for Mail-In Absentee ☐ Photo ID Exempt  
Go To Voter Unlink

**Application Details**

App Status - Reason: Pending - Incomplete Application  
App Type: Regular Date on App: [Text Box]  
Batch Name: [Text Box] App Source: [Text Box]

**For Election**

☐ Election [Text Box]  
☒ [Text Box]

**Send Ballot Options**

Vote Location: SVD Care Fa [Dropdown]  
Home Address [Text Box]  
Nursing Home [Text Box]  
Absentee Address [Text Box]

## WISCONSIN ACT 149 – Transferring Responsibility over the “Four Year Maintenance Process” to the G.A.B.

### What has not changed with Act 149?

1. The 4 year maintenance process is still required.
2. Voters must still apply for continuation of registration within 30days of the postcard notice or their voter record will be inactivated.

**What has changed with Act 149 and how will it be implemented in SVRS?**

1. The G.A.B. now has explicit responsibility for mailing the Notice of Suspension of Registration forms to conduct voter list maintenance each biennium.

- Municipal clerks are still responsible for changing the registration status of electors request to continue their voter registration, and for processing undeliverable postcards in SVRS/CRM.

2. The G.A.B. will mail Notices of Suspension of Registration no later than June 15 following each general election. The bill extended the deadline for mailing out notices from 90 days after a general election to June 15<sup>th</sup> following the general election.

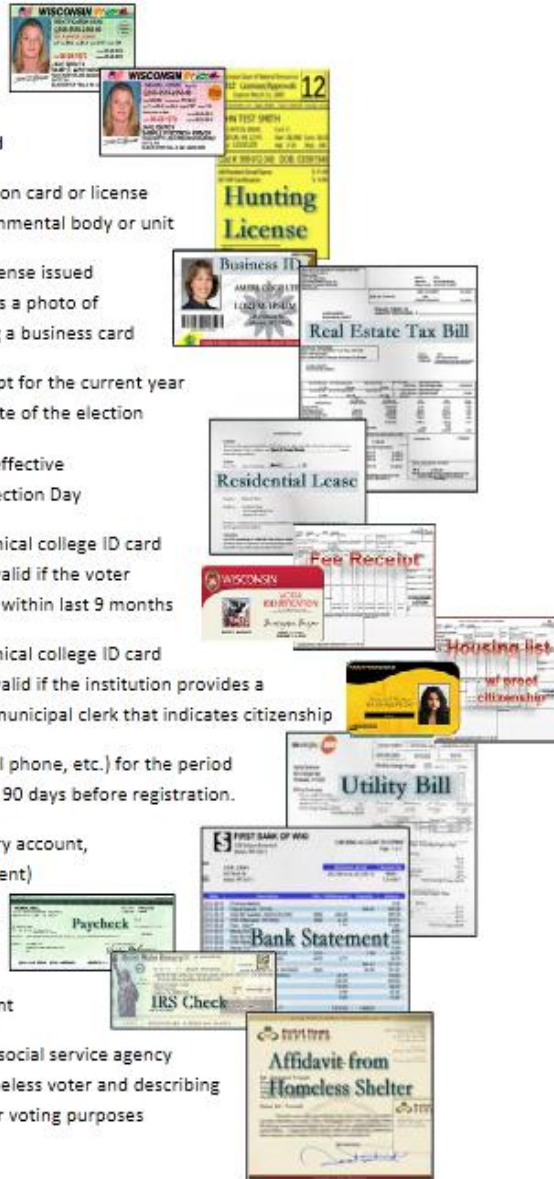
More information will be forthcoming! This “Four Year Maintenance Process” will be conducted in 2015 (following the new timeline: no later than June 15). Beginning later this year and through the entire maintenance process in 2015, the G.A.B. will communicate very specific instructions, including the exact procedures in SVRS and/or CRM for processing postcards.

## ADDENDUM

### Proof of Residence Examples

## Proof of Residence

- ▶ A current and valid Wisconsin driver license
- ▶ A current and valid Wisconsin identification card
- ▶ Any other official identification card or license issued by a Wisconsin governmental body or unit
- ▶ Any identification card or license issued by an employer that contains a photo of the holder, but not including a business card
- ▶ A real estate tax bill or receipt for the current year of the year preceding the date of the election
- ▶ A residential lease which is effective for a period that includes Election Day
- ▶ A university, college or technical college ID card (must include photo) ONLY valid if the voter provides a fee receipt dated within last 9 months
- ▶ A university, college or technical college ID card (must include photo) ONLY valid if the institution provides a certified housing list to the municipal clerk that indicates citizenship
- ▶ A utility bill (gas, electric, cell phone, etc.) for the period commencing no earlier than 90 days before registration.
- ▶ A bank statement (depository account, not just a credit card statement)
- ▶ A paycheck
- ▶ A check or other document listed by a unit of government
- ▶ A letter on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes



2014/07

## Missing POR Letter Template

Insert your municipal letterhead here

Date

Dear (voter name and address):

This letter contains important information about your voter registration application.

Wisconsin Statutes require that voters provide a valid document establishing their proof of residence as part of the voter registration application. This requirement applies to all voters who are not military or permanent overseas voters.

**You did not submit an acceptable form of proof of residence with your voter registration application. Failure to submit a valid form of proof of residence will result in the exclusion of your name from the voter poll list. Your application cannot be processed and you will not have an effective registration until you submit a valid proof of residence document to the municipal clerk's office. An effective registration will result in the inclusion of your name on the voter poll list.**

Valid forms of proof of residence must include the voter's name and current address, and may be any of the following:

1. A current and valid Wisconsin driver license or identification card.
2. Any other official identification card or license issued by a Wisconsin governmental body or unit.
3. Any identification card issued by an employer in the normal course of business and bearing a photo of the card holder, but not including a business card.
4. A real estate tax bill or receipt for the current year of the year preceding the date of the election.
5. A university, college or technical college identification card (must include photo) ONLY if the voter provides a fee receipt dated within the last 9 months or the institution provides a certified housing list to the municipal clerk.
6. A gas, electric, or telephone service statement (utility bill) for the period commencing no earlier than 90 days before the day registration is made.
7. Bank statement.
8. Paycheck.
9. A check or other document issued by a unit of government.
10. An affidavit on public or private social service agency letterhead identifying a homeless voter and describing the individual's residence for voting purposes.
11. Residential lease that is effective on the date of registration (not valid if you are registering by mail).

This information can be submitted by mail, if postmarked by (insert date for end of open registration). After that date, proof of residence must be delivered in-person to the municipal clerk's office by 5:00 p.m. (insert date for end of in-person registration), and you will also need to again sign and date your voter registration application in the presence of the clerk. If you are unable to submit proof of residence by these deadlines, you will need to re-register with acceptable proof of residence at your polling location on Election Day.

If you have any questions about your voter registration application or acceptable forms of proof of residence, please visit MyVote Wisconsin: [myvote.wi.gov](http://myvote.wi.gov) or contact me using the information listed below.

Sincerely,  
Clerk's name  
Contact information

